



# City of Appleton

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April 9, 2020

Honorable Mayor Dan L. Tosel and Members of the Appleton City Council

RE: Transaction Summary, March 1st, 2020 – March 31st, 2020

Mayor and Council:

Please see the following summary of last month's transaction history which include; total revenues, total expenditures, and a balance of the City's accounts.

## **Fund Balances**

The Unrestricted General Fund Balance is \$1,233,032.98 and the Restricted Fund Balance is \$982,952.66, for a total balance of \$2,215,985.64. (The General Checking portion has not been reconciled yet. \$70,575.06)

## **Accounts Payable Transactions**

During March 1st, 2020 – March 31st, 2020, the City process 301 invoices totaling \$152,234.25.

## **Checkbook Disbursements**

During March 1st, 2020 – March 31st, 2020, the City disbursed a total amount of \$432,279.99 from its checkbook in the following manner:

<b>Transaction Type</b>	<b>Dollar Amount</b>
Motor Vehicle monies to state	\$46,796.85
DNR monies to state	\$ 456.60
Payroll Checks	\$42,449.51
FedWSSMedicare	\$11,039.77
StateW	\$1,971.82
PERA	\$ 9,943.84
Approved Inv Payments	\$231,318.31 188 checks/395 invoices
ACH(autoPays)	\$88,303.29 78 transact/107 invoices

## **City Purchasing Policy Reporting**

Invoices paid in amounts greater than the \$5,000 prescribed by the City's purchase policy only occur if charges are contractual in nature or as a result of payroll responsibilities:

- Charges for contracted services - \$6,026.01
- Payroll and Health Insurance - \$19,059.99, \$23,389.52, \$20,571.00
- Otter Tail Power Co/sewer plant - \$8,103.48

## **Checkbook Deposits**

During March 1<sup>st</sup>, 2020 – March 31<sup>st</sup>, 2020, the City received deposits totaling \$471,779.59 from the following:

Deputy Registrar	\$49,009.25
General	\$63,181.26
WSG	\$52,789.57
Liquor	\$66,799.51
From Savings & Money	\$120,000.00
Market	\$120,000.00

Respectfully Submitted,

*Lizabeth Gades*

Lizabeth Gades  
Appleton Accounting Officer